

**NORTH READING, MASSACHUSETTS
HOUSING PRODUCTION PLAN**

Community Housing Forum

Agenda

June 27, 2017

7:00 PM, 235 North Street, Room 14

- I. **Welcome and Introductions**
Who?
- II. **PowerPoint Presentations**
Karen Sunnarborg, Consultant
Highlights from the draft Housing Needs Assessment
- III. **Comment Period**
- IV. **Roundtable Brainstorming/Breakout Groups**
- V. **Group Reports**
- VI. **Voting**
- VII. **Wrap-up and Next Steps**

North Reading Community Housing Forum
Instructions for Roundtable Brainstorming/Breakout Groups
June 27, 2017

I. Identify a Group Facilitator and Recorder (5 minutes)

Each group will select a Facilitator to keep the group on track in fulfilling the assigned tasks within the allotted timeframe.

The group will also identify a Recorder who will record the key comments of each group member on the easels/flip chart sheets that are provided.

II. Visioning (25 minutes)

The basic assignment is to focus on a local vision for affordable housing to provide input into priority housing strategies and goals in the Housing Study. Each participant *in turn* will finish the following sentences (all group members should answer the first question before moving on to the next one):

The Town's greatest *challenge* related to preserving and producing housing affordability and diversity is _____?

An appropriate *housing goal* (something aspirational to strive for in the years ahead) for the Town to achieve is to

_____. (Goals can relate to the numerical goals included in the PowerPoint presentation or ones concerning broader issues such as leveraging local resources, creating housing that is harmonious with local architectural fabric, guiding growth to smart locations, producing housing to accommodate the diverse needs of the community, focusing on housing for the most vulnerable residents, striving to find regional solutions to housing issues, etc.)

The best locations for new housing development include

_____.

III. Identify actions (15 minutes)

Each participant will *in turn* indicate what they think are the two most important actions or strategies for the Town to implement to address priority housing needs.

IV. Prioritize actions (10 minutes)

Each member will respond *in turn* to the list of proposed actions by identifying their top 3 preferences. The group would then select the top 3 actions that received the most support as well as the next 3 in order of priority importance. This prioritized list of actions would ideally be agreed to by consensus but if necessary could be reached by voting.

V. Present priority actions (15 minutes)

All meeting participants will be reconvened, and a member of each group will present the priority actions from his/her group. The priority list of actions on the flip chart from each group will be displayed in the front of the room.

VI. Voting (5 minutes)

Following the group presentations, all present will be asked to vote on the actions. Each participant will be given 5 “positive” sticky dots to place as “votes” wherever they wish on the presented actions. Depending upon preferences, participants can place all 5 dots on one item or spread them among strategies denoting the extent of their support. Participants would also be given one “negative” dot to record strong opposition to a particular action.

VII. Wrap-up and Next Steps (5 minutes)